

Name Q.
Student 1234
Street Address
City, State Zip

Current Telephone Number:
123-456-7890

Month XX, 20XX (current date)

Professor ABC
Associate Dean for Academic Affairs
University of Dayton School of Law
300 College Park
Dayton, Ohio 45469-2772

APPLICATION FOR READMISSION

This letter is my Application for Readmission to the University of Dayton School of Law.

1. The explanation for my failure to achieve the minimum academic grade point average required for continuing at the School of Law is directly related to substantial hardship(s) caused by extraordinary and unforeseeable circumstances other than my inability to study law, which were justifiable and/or beyond my control.
These factors include:

2. At the time that my hardship(s) arose, I took the following affirmative steps to remediate my situation:

(Please include in this section (a) whether and how many times you met with your professors to discuss your situation and (b) whether you met with the administration to discuss taking a leave of absence or withdrawal from the School of Law and if not, please specifically explain why you did not consider this course of action in light of your situation.)

3. The factors that contributed to my insufficient academic performance no longer exist for the following reasons:

4. Since dismissal, I have been engaged in the following personal/academic/professional endeavors which demonstrate my seriousness in pursuing improved academic performance at the School of Law:

(Please attach to this letter your original Personal Strategic Plan as first provided to the ASP, as well as an updated Personal Strategic Plan that reflects upon and improves upon the original plan and re-addresses how you will work to achieve academic success in light of your situation if readmitted).

5. If readmitted, my academic performance at the School of Law would be good in quality, and given one more semester of legal study, I will be able to attain the required cumulative grade point average for the following specific reasons:

6. If readmitted, I would take the following courses in the fall and spring semesters:

7. I have not requested review of or otherwise appealed any of my law school grades...or...I am in the process

of appealing my grade(s) in the following course(s):

8. I have not commenced any academic work in any institution or higher learning subsequent to the date I was dismissed from the University of Dayton School of Law...or...Subsequent to the date I was dismissed from the University of Dayton School of Law, I began the following higher education courses [*here set forth the name of the institution, course titles, course numbers, and grades received*], and I have arranged for each college or university to send a transcript of my academic work directly to you.
9. The membership of the Readmissions Committee, which I understand to be Professors W, X, Y, and Z, and students P Q and R, is acceptable to me...or...is acceptable to me except for _____, whom I request to disqualify himself or herself or be disqualified by the Committee for the following reasons:
10. If readmitted, I will devote my full time during the academic year to the study of law. I have an absolutely certain source for the payment of all my school, living, personal, and health expenses through May XX, 20XX. If readmitted, I promise that I will not undertake any part-time or full-time employment or any business or extra-curricular activity, whether with or without compensation, at any time during the academic year.
11. The relief which I request is...

Respectfully submitted,

Name Q. Student